

# State of Michigan

37th DISTRICT COURT



JOHN M. CHMURA  
CHIEF JUDGE

MATTHEW P. SABAUGH  
CHIEF JUDGE PRO TEM

MICHAEL C. CHUPA  
DISTRICT JUDGE

SUZANNE L. FAUNCE  
DISTRICT JUDGE

ANNETTE GATTARI-ROSS  
COURT ADMINISTRATOR

Warren Division  
8300 Common Road  
Warren, Michigan 48093-2380  
Phone: (586) 574-4900

Center Line Division  
7070 East Ten Mile Road  
Center Line, Michigan 48015-1100  
Phone: (586) 757-8333

## **DISTRICT COURT CLERK**

Beginning pay: \$12-\$14 hourly; based on experience

**Brief Description:** District Court Clerk to perform a variety of clerical tasks in the traffic, criminal, probation, and/or civil division. This includes, but is not limited to: answering phones, filing, data entry, assist the public, accepting payment of costs/fees/bonds, scheduling court proceedings, issuing summons, preparation of statistics, administer oaths, and perform other duties for proper operation of the court.

**Working Hours:** Monday through Friday; 37.5 hours a week

**Education and Basic Requirements:** High School Diploma or Equivalent; possess a valid driver's license.

**Qualifications:** Must be at least 18 years of age. The following skills are preferred: prior clerical experience and knowledge of modern office practices and procedures; current or previous court related employment; possess good grammatical, spelling and mathematical skills; advance computer skills including Microsoft Office and Outlook; ability to multi-task; keyboarding/data entry; ability to professionally and effectively meet and deal with the public, law enforcement officers, attorneys and court staff; maintain a professional decorum in a stressful situation; work independently with minimal supervision; and work well under pressure.

**To Apply:** Submit application and resume to:  
37<sup>th</sup> District Court  
Attn. Katelynn Best  
8300 Common Road  
Warren, Michigan 48093  
or by email to: [kbest@37thdistrictcourt.org](mailto:kbest@37thdistrictcourt.org)

**Deadline to Apply:** Application and Resume by 4:00 p.m. on October 24, 2018.